

**\*Army in Europe Regulation 550-175**

**\*USNAVEUR Instruction 5840.1E**

**\*USAFE Instruction 51-702**

**Foreign Countries and Nationals**

**U.S. Forces Customs Controls in Germany**

**24 January 2003**

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For the CG, USAREUR/7A:

ANTHONY R. JONES  
*Major General, GS  
Chief of Staff*

Authenticated:

D. T. HART, JR.  
*Rear Admiral, USN  
Deputy Commander in Chief*

GREGORY S. MARTIN  
*General, USAF  
Commander*

Official:



GARY C. MILLER  
*Regional Chief Information  
Officer - Europe*



A. J. NELSON  
*Captain, USN  
Chief of Staff*



STEPHEN C. DONNELLY  
*Colonel, USAF  
Staff Judge Advocate*

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**Summary.** This publication establishes customs policy and procedures for the U.S. Forces, their military personnel, the civilian component, and their dependents stationed in Germany. It prescribes responsibilities of the CG USAREUR Customs Executive Agent and the customs mission operator (560th Military Police Customs).

**Summary of Change.** The establishment of the European Union (EU) and the fact that the EU is one domestic market removed the requirement to pay import duty/turnover tax on goods purchased in EU member states (Austria, Belgium, Denmark, Finland, France, Germany, Greece, Ireland, Italy, Luxembourg, the Netherlands, Portugal, Spain, Sweden, and the United Kingdom). This revision updates forms as explained in the forms statement below and provides policy and procedures on--

- Using AE Form 550-175A (formerly AE Form 2075) for purchasing tourist vehicles in Germany. This form is no longer used for the duty- and tax-free importation into Germany of goods purchased in one of the above-listed EU countries.
- Visitors driving U.S. Forces-registered vehicles.
- Using the military postal system in Germany by widows and widowers of U.S. Forces personnel.
- Purchasing authorization for "gray-area retirees" (glossary).
- Direct flights into and from Austria, Belgium, Denmark, Finland, France, Germany, Greece, Iceland, Italy, Luxembourg, the Netherlands, Norway, Portugal, Spain, and Sweden. Flights are considered domestic flights rather than international flights when they originate and terminate in one of these countries.

- U.S. Forces *Volksfests*.

**Applicability.** This publication--

- Applies to--

▶ U.S. Forces and their military and civilian personnel, their dependents, and other personnel who have customs and tax exemptions in Germany under international agreements. These individuals are referred to as “authorized personnel” in this publication.

▶ U.S. military personnel on temporary duty in Germany. These personnel are considered members of the Force and this publication applies to them in specific situations.

▶ Active duty U.S. military personnel on leave in Germany from a duty station in Europe or North Africa. These personnel are authorized certain privileges (for example, transfers of tax-free and duty-free items purchased from U.S. Forces sales facilities to nonauthorized personnel). This publication is not applicable to active duty U.S. military personnel on leave in Germany from any other location.

- Does not apply to--

▶ Personnel who are employed by, assigned to, or attached to U.S. diplomatic or consular offices, military missions, offices of defense cooperation, or military assistance advisory groups. This publication also does not apply to the dependents of persons employed in these offices, except as implemented in USAREUR Regulation 600-700.

▶ Retired U.S. military personnel and their dependents residing in or visiting Germany (except as authorized in sec IV).

▶ Unaccompanied dependents and widows or widowers of U.S. military personnel residing in Germany (except as authorized in sec IV).

▶ Gray-area retirees and their accompanying dependents, and the widows and widowers of gray-area retirees in Germany (except as authorized in sec IV).

▶ U.S. tourists and other travelers (such as business travelers) in Germany.

**Supplementation.** Commanders will not supplement this publication without approval from the CG USAREUR Customs Executive Agent (AEAPM-CEA-NS).

**Records Management.** Records created as a result of processes prescribed by this publication must be identified, maintained, and disposed of by--

- Army units according to AR 25-400-2. File numbers and descriptions are available on the United States Army Records Management and Declassification Agency website at <http://www.rmda.belvoir.army.mil>.

- USAFE units according to Air Force Manual 37-139.

**Forms.** AE and higher-level forms are available through the USAREUR Publications System (UPUBS). This publication prescribes the following forms:

- AE Form 550-175A (Application for Import/Export Certificate/Purchase Permit). This form replaces AE Form 2075, which may be used until stocks are exhausted.

- AE Form 550-175B (Permit to Transfer/*Veräußerungsgenehmigung*). This form replaces AE Form 2074, which may be used until stocks are exhausted.

- AE Form 550-175C (Request for Exception to Policy for Authorization to Operate a Privately Owned Vehicle/*Antrag auf Erteilung eines Berechtigungsausweises*). This form supersedes AEAPM-M Form 190-1V-R, which is obsolete.

- AE Form 550-175D (Authority to Operate a Privately Owned Vehicle/*Berechtigungsausweis*).

- AE Form 550-175E (Certificate of Postal Customs Inspection). This form supersedes AE Form 2539-R, which is obsolete.
- AE Form 550-175F (Notification of Incurred Tax Debt). This form supersedes AE Form 2540-R, which is obsolete.
- AE Form 550-175G (Customs Clearance Certificate/*Erklärung für die Zollabfertigung*). This form supersedes AE Form 103-R, which is obsolete.
- AE Form 550-175H (Customs Declaration for Pilots and Crew). This form supersedes AE Form 446-R, which is obsolete.
- AE Form 550-175J (Customs Declaration for Members of the U.S. Forces). This form supersedes AE Form 2536, which is obsolete.
- AE Form 550-175K (U.S. Forces Verification of Status of U.S. Forces Retired Personnel/Unaccompanied Dependents/*Nachweis über den Status amerikanischer Militärpersonen im Ruhestand/zurückbleibende Familienangehörige*). This form supersedes HQ AE Form 445, which is obsolete.

**Suggested Improvements.** The proponent of this publication is the Host Nation Customs Policy Branch, CG USAREUR Customs Executive Agency (AEAPM-NS, DSN 381-7354/8141). Users may suggest improvements to this publication by sending a DA Form 2028 (Recommended Changes to Publications and Blank Forms) to the Host Nation Customs Policy Branch (AEAPM-NS), CG USAREUR Customs Executive Agency, Office of the Provost Marshal, HQ USAREUR/7A, Unit 29931, APO AE 09086-9931.

**Distribution.** B (UPUBS). This publication is available only in electronic format.

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## **SECTION I GENERAL**

### **1. PURPOSE**

This publication prescribes policy and procedures for customs control for U.S. Forces and their military and civilian component personnel and their dependents in Germany, according to international agreements.

**NOTE:** The Department of Defense does not sanction or endorse any commercial product, service, or enterprise mentioned in this publication.

### **2. REFERENCES**

Appendix A lists references.

### **3. EXPLANATION OF ABBREVIATIONS AND TERMS**

The glossary defines abbreviations and terms.

### **4. AUTHORITY**

The United States and Germany have agreed to provide mutual assistance and cooperation to safeguard the security and protect the property of their countries and their personnel. The parties have also agreed that U.S. liaison officials (560th Military Police Company (560th MP Co) personnel) will be stationed at certain German international border-crossing points to help German officials--

a. In their control function to ensure the speedy and unobstructed passage of the U.S. Forces and their military and civilian component personnel and their dependents.

b. Restrict the flow of contraband to Germany and U.S. installations in Germany. This agreement was implemented by the Agreement on the Implementation of the Customs and Consumer Tax Provisions of the Supplementary Agreement to the NATO Status of Forces Agreement (SOFA) in Favor of Members of a Force, of a Civilian Component and Dependents (Art 66 and Para 6 of Art 3 of the Supplementary Agreement). This agreement authorizes members of the U.S. Forces to help German customs officials at international border-crossing points, including German military and civilian airfields.

## 5. RESPONSIBILITIES

a. The Provost Marshal (PM), USAREUR, as the CG USAREUR Customs Executive Agent in Germany, will--

(1) Develop and coordinate customs policy and procedures affecting the U.S. Forces and U.S. Forces members in Germany with the German Government. The CG USAREUR Customs Executive Agent will not coordinate matters pertaining to official U.S. Forces consignments to, out of, or through Germany. These matters fall under the authority of the Chief, Joint Management Division, J-4, HQ USEUCOM, Unit 30400, Box 1000, APO AE 09128-1000.

(2) Establish and update procedures to maintain customs control over U.S. Forces personnel.

(3) Resolve questions arising from customs policy matters and inspections of U.S. Forces personnel with the German Government.

(4) Supervise the following customs-control functions:

(a) Inspection of U.S. Forces personnel, their property, and U.S. Forces Government cargo entering or exiting Germany to the extent allowed by this publication and international agreements.

(b) Administration of customs-control documents for U.S. Forces personnel in Germany.

(c) Distribution of information on the NATO SOFA and German customs requirements and administration of a public affairs program.

(d) Inspection of movement documents and copies of AE Form 55-355M (Import/Export Customs Declaration) used to transport and clear official U.S. Forces consignments when crossing German borders (USAREUR Reg 55-355/USNAVEUR Inst 4600.7F/USAFE Inst 24-201). This action will include determining the frequency of inspections.

(5) Investigate and report customs and tax violations committed by personnel who are subject to this publication as well as violations involving U.S. Forces property. The CG USAREUR Customs Executive Agent will provide reports to appropriate commanders.

(6) Coordinate requests for exceptions to the customs and tax provisions of the NATO SOFA Supplementary Agreement, implementing agreements, the *Truppenzollordnung* (Forces Customs Ordinance), the *Truppenzollgesetz* (Forces Customs Law), and this publication. These requests must be submitted to the CG USAREUR Customs Executive Agent (AEAPM-NS), Unit 29931, APO AE 09086-9931, for coordination with the Federal Ministry of Finance (FMOF). The Customs Executive Agent is the SOFA status extension authority in coordination with the FMOF.

b. The Commander, 560th MP Co, as the customs mission operator in Germany, will--

(1) Investigate and report customs and tax violations. When a violation indicates the involvement of members of a U.S. military service other than the U.S. Army, the component service (USNAVEUR or USAFE) will be notified immediately and investigative jurisdiction determined.

(2) Conduct liaison and joint investigations with the component service and with German customs and tax investigative authorities.

(3) Coordinate investigations involving U.S. Forces consignments with U.S. Forces transportation authorities. The Commander, 560th MP Co, will send a copy of the investigative report through the HQ USAREUR/7A PMO, Customs Executive Agency, Unit 29931, APO AE 09086-9931, to the Chief, Joint Management Division, J-4, HQ USEUCOM, Unit 30400, Box 1000, APO AE 09128-1000.

c. Commanders and supervisors must ensure that personnel under their supervision are aware of prohibited activities according to this publication and USAREUR Regulation 600-1 or other applicable service-specific publications.

## SECTION II CUSTOMS AND DOCUMENTATION-CONTROL PROCEDURES

### 6. PERSONAL IMPORTS AND EXPORTS, PURCHASES OF TOURIST VEHICLES, AND CAR PURCHASES FROM CUSTOMS-BONDED CAR DEALERS

**a. General.** Subject to German law and international agreements, authorized persons may import and export goods for their personal or domestic use or consumption without paying German customs duties or other applicable German taxes. These persons may also purchase a car that does not have German license plates from a tourist in Germany or from a German customs-bonded car dealer without paying import duty or tax.

(1) Imported or exported goods are subject to German customs control. For duty-free and tax-free clearance, German customs officials generally require authorized personnel to submit AE Form 550-175A (Application for Import/Export Certificate/Purchase Permit). AE Form 550-175A must state that the goods imported or exported are for the personal or domestic use or consumption by the U.S. Forces importer or purchaser. When purchasing a vehicle from a tourist in Germany or a customs-bonded car dealer, the form must state that the purchase is for the personal use of the U.S. Forces purchaser.

(2) AE Form 550-175A is not required to buy cars from British, Canadian, or French Forces exchange systems.

**b. General Procedures for Submitting AE Form 550-175A.** The applicant--

(1) Will submit two original copies of AE Form 550-175A to the local 560th MP Co field office or military-customs customer-service office (table B-1) for review and consideration for approval. Each form must have an original signature in ink.

(2) May mail the two copies of AE Form 550-175A instead of submitting them as in (1) above to the HQ USAREUR/7A PMO, Customs Executive Agency (AEAPM-CEA-S), Unit 29931, APO AE 09086-9931. If the applicant wants the forms returned by German mail, the applicant must include the appropriate German postage.

(3) After receipt of an approved AE Form 550-175A, will submit the form to German customs authorities. Applicants may not delegate this responsibility to a solicitor, sales agency, or commercial importer or carrier. The applicant may arrange for an authorized agent (that is, another person who is subject to this publication and acting for the applicant by power of attorney and without payment) to submit the AE Form 550-175A. The local 560th MP Co field office or military-customs customer-service office will provide information on the locations of local German customs offices.

**c. Rejected AE Form 550-175A.** Customs documents that are rejected for lack of information or other reasons by the CG USAREUR Customs Executive Agent (AEAPM-CEA-S) will be returned to the applicant.

**d. Uses for AE Form 550-175A.** AE Form 550-175A may be used for the following purposes:

**(1) Import Certificate.** An import certificate allows authorized personnel to import goods purchased outside the European Union (EU) duty-free and tax-free. The import certificate also applies to personally owned goods imported by authorized personnel and to gifts sent to authorized personnel from outside the EU, unless shipped by the U.S. Government or through military post offices (MPOs).

(a) Personnel must make the purchase through direct negotiations with, and payment to, a non-German dealer outside the EU or through a bona fide agent of the non-German dealer in Germany. EU-member states are Austria, Belgium, Denmark, Finland, France, Germany, Greece, Ireland, Italy, Luxembourg, the Netherlands, Portugal, Spain, Sweden, and the United Kingdom.

(b) Personnel do not need an import certificate for a privately owned vehicle (POV) imported to Germany in connection with a permanent change of station (PCS). The POV must, however, be registered with U.S. military authorities. German customs authorities may require the POV owner to submit a copy of the PCS orders in place of an import certificate. Import certificates are required for vehicles that are not registered with appropriate U.S. military authorities or for vehicles that are commercially imported to Germany.

(c) According to Army in Europe Regulation 190-6/USNAVEUR Instruction 5300.15K/USAFE Instruction 31-205, paragraph 7, the importation of a privately owned firearm (POF) is not authorized unless the POF owner has a valid German *Waffenbesitzkarte* (weapons possession card).

(d) If a U.S. Forces member wants to purchase a tourist vehicle with non-German license plates or German export plates, he or she may use AE Form 550-175A as an import certificate, even if the purchase takes place in Germany.

**(2) Export Certificate.** An export certificate permits authorized personnel to export personal and household goods duty-free and tax-free. AE Form 550-175A will be submitted only when requested by local German customs authorities.

**(3) Purchase Permit.** A purchase permit authorizes the duty-free and tax-free purchase of a motor vehicle from a German customs-bonded warehouse. Only vehicles may be purchased from customs-bonded warehouses.

## **7. PROHIBITED AND RESTRICTED ITEMS**

The list of prohibited and restricted items in subparagraphs a through c below is not all-inclusive. Personnel with questions about prohibited and restricted items should contact 560th MP Co field office personnel.

### **a. Controlled Substances.**

(1) Controlled substances include the following:

- (a) Amphetamines.
- (b) Cocaine.
- (c) Heroin.
- (d) Lysergic acid diethylamide (LSD).
- (e) Marijuana.
- (f) Methamphetamine.
- (g) Opium.
- (h) Secobarbital.
- (i) Substances included in schedules I through V of the Controlled Substances Act of 1970.

(2) The unauthorized importation, possession, and exportation of controlled substances are prohibited under the following directives:

- (a) Article 112a, Uniform Code of Military Justice (UCMJ).
- (b) Manual for Courts-Martial, United States (2002 edition), part IV, paragraph 37.
- (c) AR 600-8-14/Air Force Instruction 36-3026(I)/Bureau of Naval Personnel Instruction 1750.10A.
- (d) AR 690-700.

(3) Controlled-substance violations may be prosecuted under German laws. Civilian employees who violate controlled-substance restrictions may be removed from Federal service. Inspectors at border-crossing points (including airfields) will help ensure persons do not transport controlled substances across borders.

### **b. POFs and Explosives.**

**(1) Prohibited Items.** Personnel may not import, possess, or export items listed as “prohibited items” in Army in Europe Regulation 190-6/USNAVEUR Instruction 5300.15K/USAFE Instruction 31-205.

**(2) Authorized Items.** Commanders and supervisors will advise personnel on policy and procedures for importing authorized POFs (AE Reg 190-6/USNAVEUR Inst 5300.15K/USAFE Inst 31-205, para 8).

**(3) Authorized Items Registrations.** Personnel must register authorized POFs imported into Germany according to Army in Europe Regulation 190-6/USNAVEUR Instruction 5300.15K/USAFE Instruction 31-205 and the *Waffengesetz* (German Weapons Law).

**c. Alcohol, Coffee, Tobacco Products, Medication, Animals, and Plants.**

**(1) Unaccompanied Importation.** Personnel subject to this publication may not import the following items in unaccompanied baggage or through the MPO:

- (a) Alcoholic beverages.
- (b) Cigarettes or other tobacco products.
- (c) Coffee or coffee products.
- (d) Medication.
- (e) Animals or plants.

**NOTE:** Personnel may import items in (1) above through German post or by commercial freight according to German customs control and after paying applicable German import duties and taxes. The CG USAREUR Customs Executive Agency, 560th MP Co field offices, and military-customs customer-service offices will not issue AE Form 550-175A for such imports.

**(2) Unaccompanied Exportation.** Personnel subject to this publication may not export the following items in unaccompanied baggage or through the MPO:

- (a) Alcoholic beverages under any circumstances.
- (b) Items listed in (1)(b) and (c) above if the items were purchased in U.S. Forces sales facilities.

**NOTE:** Items listed in (1)(a) through (c) above may be exported if purchased tax-paid from a German store and if exported in noncommercial quantities. These items will be subject to customs requirements of the country of destination and to applicable transportation and postal restrictions.

**(3) Accompanied Importation and Exportation.** Personnel may import or export the items shown in table 1 in the amounts indicated without paying customs duties. These items may be carried on their person or in accompanied baggage.

Table 1		
Items and Amounts for Duty-Free Import and Export (note)		
	For Import To Germany	For Export From Germany
Cigarettes	200 cigarettes	600 cigarettes
Other tobacco products	250 grams (approximately 8.8 oz)	500 grams (approximately 17.6 oz)
Wines and spirits Sparkling wine or spirits and still wine	2 liters	Noncommercial quantities
Coffee One of the following forms in the amount shown at the right:	For Import To or Export From Germany	
a. Ground or beans	500 grams (approximately 17.6 oz)	
b. Pure soluble coffee	125 grams (approximately 4.4 oz)	
c. Mixed coffee extracts	250 grams (approximately 8.8 oz)	
NOTE: The glossary defines abbreviations used in this table.		

## **8. CUSTOMS AND DOCUMENTATION-CONTROL AT INTERNATIONAL BORDER-CROSSING POINTS**

a. German customs authorities have jurisdiction at border-crossing points. Personnel crossing the border may be required to--

- (1) Establish their identity and produce travel documents.
- (2) Make customs declarations.
- (3) Submit to body searches.
- (4) Allow customs personnel to--
  - (a) Examine and search any property imported or exported.
  - (b) Detain or seize any property that is deemed to be a customs violation.

b. German customs authorities may request 560th MP Co personnel to help them at border-crossing points.

## **9. HEALTH REGULATIONS**

U.S. Forces personnel will comply with German health regulations on importing and exporting merchandise such as animals, meat products, medication, plants, poultry, and seafood. U.S. Forces personnel may obtain information on importing cats and dogs from local U.S. Forces veterinary authorities. U.S. Forces personnel may submit questions to the Host Nation Customs Policy Branch on importing other animals, plants, and animal and plant parts. These questions should be sent to the HQ USAREUR/7A PMO, Host Nation Customs Policy Branch, Unit 29931, APO AE 09086-9931, before importation.

## **10. PERSONAL IMPORTS AND EXPORTS OF CURRENCY AND OTHER MEANS OF PAYMENT**

U.S. Forces personnel may import and export any amount of German or foreign currency or other negotiable instruments into and out of Germany. U.S. Forces personnel are, however, subject to import and export limits imposed by countries other than Germany.

## **11. TRANSFERRING GOODS TO LOCAL-NATIONAL EMPLOYEES AND OTHER UNAUTHORIZED PERSONS**

U.S. Forces personnel may not transfer goods that they have imported or acquired under privileged conditions to unauthorized personnel, except as provided in subparagraphs a through f below.

**a. Food and Beverages.** Local national (LN) employees of the U.S. Forces and other unauthorized personnel may consume food and beverages purchased by authorized personnel in U.S. Forces sales facilities at private social functions hosted by authorized personnel.

### **b. Personal, Customary Gifts.**

(1) Authorized personnel may give customary gifts to unauthorized personnel without customs clearance. The gifts must--

- (a) Be for personal or domestic use or consumption and in noncommercial quantities.
- (b) Not be purchased from a Defense Commissary Agency (DECA) sales facility or be official issue military clothing items.
- (c) Be a gift for an occasion where gifts are customarily exchanged (for example, birthdays, religious holidays, engagements, farewells). The standard of living of the donor and recipient will determine the propriety of such gifts. Purchases given regularly or given rather than payment for services are not customary gifts.

(2) Gifts given may not exceed the indicated quantities for the following items:

- (a) Coffee: 500 grams (approximately 17.6 ozs) of coffee or 125 grams (approximately 4.4 ozs) of coffee extract.

(b) Spirits: 1 bottle, not to exceed 1.2 liters (approximately 1 quart).

(c) Tobacco products: 25 cigarettes or 10 cigars or 60 grams (approximately 2.1 ozs) of smoking tobacco.

(3) Gifts that are not considered customary may be given to unauthorized personnel only as prescribed in subparagraph c below.

**c. Noncustomary Gifts and Used Goods.**

(1) U.S. Forces personnel may give or sell nonexpendable, noncustomary items only if the authorized person (a seller or donor) had the item in his or her possession in Germany for at least 6 months and German customs authorities give approval as follows:

(a) The seller or donor must complete five copies of AE Form 550-175B (Permit to Transfer/*Veräußerungsgenehmigung*) and take them to the local 560th MP Co field office or military-customs customer-service office for review. The seller or donor may mail the five copies of the form, instead of taking them to the local 560th MP Co field office, to HQ USAREUR/7A PMO (AEAPM-CEA-S), Unit 29931, APO AE 09086-9931, for review and recommendation for approval by German customs authorities. Each of the five copies must have an original signature in ink.

(b) If the transaction is in order, the seller or donor will receive four copies of AE Form 550-175B recommending it for approval by German customs authorities. The seller or donor and purchaser or recipient must take the four returned forms to the local German customs office in person for the approval of transfer. The seller or donor will give the four copies to the appropriate German customs authorities for approval. If the transfer is approved, German customs authorities will keep two copies of the AE Form 550-175B and give one copy to the seller or donor and one copy to the purchaser or recipient.

(2) Goods may be transferred ((1) above) through an authorized agent (para 6b(3)) if--

(a) The name and address of the agent are legible on the AE Form 550-175B.

(b) A copy of a power of attorney appointing the agent accompanies the AE Form 550-175B. The agent must be a person who is subject to this publication and acting without payment.

(c) The requirements of USAREUR Regulation 190-1/USNAVEUR Instruction 11240.6M/USAFE Instruction 31-202 are met (when a motor vehicle is involved).

(3) Authorized personnel who have goods taken by a legally executed writ of execution or who have goods repossessed by a finance company or other authorized lien holder must comply with (1) above. These personnel will be liable for duties and taxes on the seized items unless they act to be exempt from taxes that may otherwise be due.

**d. Transfer of Tax- and Duty-Free Goods Within U.S. Forces Catering Facilities or During Special Events.**

(1) According to the *Truppenzollordnung*, the following goods may be transferred free from duties and taxes:

(a) Ready-made foodstuffs for immediate consumption, if the transfer is made--

1. In catering facilities of installations of the U.S. Forces to individuals who work in these installations or who, for official reasons or because of their accommodation, depend on such catering facilities.

2. During functions of the U.S. Forces to individuals who have been invited as guests.

(b) Tobacco products if the transfer is for immediate consumption and offered free of charge.

(2) LN employees who work on U.S. Forces installations may consume food and beverages in snackbars, clubs, or other U.S. Forces catering facilities without paying duties and taxes to German customs authorities on those days that they are actually working. LN employees are not allowed to bring their families or guests to U.S. Forces catering facilities for the purpose of dining there.

**e. Goods at German-American Events.** Appendix B gives policy and procedures for transferring goods during German-American events.

**f. Goods for Temporary Storage, Transportation, or Repair.**

(1) Goods may be transferred for temporary storage or for transportation. Certain goods may be transferred only to a German Government agency (such as the *Deutsche Bahn AG* (German railroad), to the *Deutsche Post AG* (German postal system), or to a commercial enterprise specializing in such trades. These goods are--

- (a) Cigarettes, cigars, and other tobacco products.
- (b) Cigarette paper.
- (c) Coffee and coffee products.
- (d) Motor vehicle fuels and lubricants.
- (e) Spirits.

(2) Goods other than those in (1) above may be transferred for short periods for repair or other work.

**12. LENDING GOODS OF PERSONAL OR DOMESTIC UTILITY**

Authorized personnel may lend goods for personal or domestic use to unauthorized personnel for brief periods. These loans must be within the scope of normal social relations.

**13. LENDING PRIVATELY OWNED VEHICLES**

a. Authorized personnel may lend their vehicles to visiting, nondependent, immediate family members for the actual period of their visit in Germany. This authorization may not exceed 90 days. The 90-day period begins on the day the visitor arrives in one of the following countries: Austria, Belgium, Denmark, Finland, France, Germany, Greece, Iceland, Italy, Luxembourg, the Netherlands, Norway, Portugal, Spain, or Sweden. Requests that involve stays of more than 90 days or extensions of previously issued authorizations past 90 days must be submitted to the HQ USAREUR/7A PMO, Host Nation Customs Policy Branch, Unit 29931, APO AE 09086-9931, for review and consideration for approval.

(1) Nondependent, immediate family members must be U.S. citizens who do not have and do not plan to establish a residence in Germany. These family members include--

- (a) Adopted children.
- (b) Children.
- (c) Half sisters and half brothers.
- (d) In-laws.
- (e) Parents.
- (f) Sisters and brothers.
- (g) Stepparents.
- (h) Stepsisters and stepbrothers.

(2) To request POV-operating permission, the vehicle owner must submit an AE Form 550-175C (Request for Exception to Policy for Authorization to Operate a Privately Owned Vehicle/*Antrag auf Erteilung eines Berechtigungsausweises*) to the local 560th MP Co field office. The AE Form 550-175C may also be mailed, instead of being submitted to the local 560th MP Co field office, to the HQ USAREUR/7A PMO, Host Nation Customs Policy Branch, Unit 29931, APO AE 09086-9931. If POV-operating authority is approved, an AE Form 550-175D (Authority to Operate a Privately Owned Vehicle/*Berechtigungsausweis*) will be sent to the vehicle owner. The vehicle owner will give this form to the visitor to use when operating the specific U.S. Forces-plated vehicle. The visitor must carry the AE Form 550-175D when operating the U.S. Forces-plated vehicle when the owner is not in the vehicle.

b. Authorized personnel may lend their vehicles to other visitors ((1) below) who do not have and do not plan to establish a residence in Germany for their independent use for the actual period of their visit in Germany. Such authorization cannot exceed 90 days. The 90-day period begins on the date the visitor arrives in one of the countries listed in subparagraph a above.

(1) These visitors include--

- (a) Cousins.
- (b) Finances.
- (c) Friends.
- (d) Grandchildren.
- (e) Grandparents.
- (f) Nieces and nephews.

(2) To request POV-operating permission, the vehicle owner must submit an AE Form 550-175C for personnel in (1) above to the HQ USAREUR/7A PMO, Host Nation Customs Policy Branch, Unit 29931, APO AE 09086-9931, for review. When POV-operating authority is approved, the vehicle owner will receive an AE Form 550-175D signed by the CG USAREUR Customs Executive Agent. This authorization will be for a specific U.S. Forces-plated vehicle. The vehicle owner will give this form to the visitor to use when operating the specific U.S. Forces-plated vehicle. The visitor must carry the AE Form 550-175D when operating the U.S. Forces-plated vehicle when the owner is not in the vehicle.

c. Authority for visitors in subparagraphs a and b above to independently operate a U.S. Forces-plated vehicle does not include permission for them to buy or use duty- or tax-free gasoline or gas coupons when operating a U.S. Forces-plated vehicle.

#### **14. CUSTOMS CONTROL OF MILITARY POST OFFICES**

a. Personal mail sent through MPOs is subject to customs control by German customs authorities.

b. Incoming and outgoing personal mail, except first class mail, is subject to customs inspection according to applicable international agreements. When customs authorities open a package for customs inspections and the package contains--

(1) Authorized goods, customs authorities will place an AE Form 550-175E (Certificate of Postal Customs Inspection) in the package.

(2) Goods that have been imported in conflict with international agreements and applicable regulations and for which customs duty and tax is owed as assessed by German customs authorities, 560th MP Co personnel will send AE Form 550-175F (Notification of Incurred Tax Debt) to the addressee on the package.

c. When an addressee receives an AE Form 550-175F and--

(1) Pays the assessed duty and tax to the appropriate German customs office, the U.S. Forces postal officer holding the package will release the detained mail.

(2) Declines to pay the fixed import duty and tax within 30 days, the postal officer holding the package will do one of the following:

(a) Return the mail to the sender as unclaimed by the addressee.

(b) Destroy dutiable and taxable goods. The addressee, a German customs official, a 560th MP Co field office representative, and a U.S. Forces postal officer will witness the destruction.

(c) Release goods, by receipt, to German customs officials to be disposed of as the German customs officials decide is appropriate.

## **15. CUSTOMS CONTROL OF MILITARY GROUP MOVEMENTS**

a. Military units or formations moving on orders across the German border during military exercises or maneuvers are not subject to German customs control if German customs authorities are notified properly and early enough of the place, date, and time of the proposed border crossing.

b. Military units or formations crossing the German border for reasons other than military exercises normally will not be subject to German customs control.

(1) The movement commander of the unit or formation will provide the following documents to the local German customs office where the crossing takes place:

(a) His or her identification card.

(b) Movement orders.

(c) A written statement that the commander has taken all practical measures to ensure that no goods are carried by unit or formation members in violation of the NATO SOFA or of the Supplementary Agreement.

(2) The movement commander will complete AE Form 550-175G (Customs Clearance Certificate/*Erklärung für die Zollabfertigung*) and will submit the form to German or U.S. military authorities, as appropriate, when entering Germany. This provision also applies to military groups moving to or from military exercises or maneuvers.

c. Equipment and supplies that are shipped separately from the unit across the German border must be covered by an AE Form 55-355M according to USAREUR Regulation 55-355/USNAVEUR Instruction 4600.7F/USAFE Instruction 24-201.

d. Movement commanders will coordinate troop movements across the German border with the HQ USAREUR/7A PMO, Customs Executive Agency. These commanders will notify the HQ USAREUR/7A PMO, Customs Executive Agency, Unit 29931, APO AE 09086-9931, or DSN 381-7251/7460, of the movement.

## **16. PROCEDURES FOR DETAINING, SEIZING, AND DISPOSING OF PROPERTY**

a. The 560th MP Co or other designated customs inspecting authority--

(1) May temporarily detain property pending customs clearance for import to or export from Germany.

(2) May seize property when it is being brought into or is being taken out of Germany in violation of German or U.S. laws, regulations, or applicable international agreements.

(3) When seizing or detaining property, will--

(a) Prepare a receipt for the property recipient or owner using DA Form 4137 (Evidence/Property Custody Document) or Air Force (AF) Form 52 (Evidence Tag).

(b) Offer the recipient or owner a written explanation of his or her rights. Appendix C provides an explanation of seizure or detention procedures and the format for a letter of protest.

b. Personnel of the 560th MP Co may seize any property that may be used as evidence to investigate a suspected or alleged offense from any person not under their jurisdiction when--

(1) A person is caught or pursued in flagrante delicto and one or both of the following applies:

- (a) The identity of the person cannot be established immediately.
- (b) There is reason to believe that the person may flee from justice.

(2) Requested to do so by a German authority.

(3) That person is a member of the Force or of the civilian component of another Sending State or a dependent of any such member on request by an authority of that State.

(4) There is danger in delay and a German police officer cannot be called in time. This will apply when there are strong reasons to suspect that the person has committed or is making a punishable attempt to commit an offense within or directed against an installation of that State or an offense punishable under German Criminal Law and the person in question is a fugitive from justice or in hiding or if there are good reasons to believe that the person is seeking to evade criminal proceeding consequent on the commission of such offense or punishable act.

c. When seizing property, 560th MP Co personnel will work closely with German customs authorities and follow the procedures subparagraph a(3) above.

d. The property-retaining authority normally will do one of the following:

(1) Return seized property to the recipient or owner when clearance is given. In exceptional cases, disposition will be according to applicable service regulations (for example, AR 190-22).

(2) Dispose of seized property according to arrangements made with the appropriate German customs authorities.

e. Personnel who have property seized have the right to protest the seizure (app C).

## **17. PROHIBITED TRANSACTIONS AND ACTIVITIES**

a. Personnel subject to this publication will not--

(1) Use their importation and exportation privileges for profit or personal gain for themselves or others or use their customs and tax privileges to purchase tax-exempt merchandise for profit or personal gain.

(2) Make false oral or written customs declarations to conceal goods or information from customs officials.

(3) Import or export prohibited goods (para 7).

(4) Import or export restricted items in excess of authorized amounts (para 7) without paying applicable customs duties and taxes.

(5) Import or export U.S. Government property without proper authority.

(6) Import goods or pets without complying with German health laws.

(7) Engage in or assist black-market activities. Black-market activities include the illegal transfer of goods with the intent of profit or personal gain.

(8) Transfer goods to other persons bought under duty-free and tax-free conditions unless this publication or other applicable U.S. Forces regulations authorize the transfer.

(9) Cross borders without complying with applicable travel requirements. Army, Navy, and Air Force personnel will follow DOD 4500.54-G and applicable service and theater command directives.

(10) Permit personnel who are not members of the U.S. Forces to independently operate a U.S. Forces-plated vehicle unless they have an approved AE Form 550-175D (para 13) or other written authorization signed by the CG USAREUR Customs Executive Agent.

(11) Knowingly provide incorrect information when applying for AE Form 550-175A, AE Form 550-175B, AE Form 550-175D, or AE Form 550-175K (U.S. Forces Verification of Status of U.S. Forces Retired Personnel/Unaccompanied Dependents/*Nachweis über den Status amerikanischer Militärpersonen im Ruhestand/zurückbleibende Familienangehörige*).

(12) Use a U.S. Forces-plated vehicle and tax- and duty-free gasoline to conduct commercial business activities.

b. Committing any of the prohibited actions in subparagraph a above is a violation of article 92, Uniform Code of Military Justice (UCMJ). Persons subject to the UCMJ may receive confinement for up to 2 years, total forfeiture of allowances, a dishonorable discharge (dismissal for officers) or reduction to E-1 (for enlisted servicemembers). Violators also may be subject to administrative action (such as withdrawal of ration or exchange and commissary privileges). Violations of this provision by civilian employees may warrant removal from Federal service. Additionally, host-nation authorities may prosecute violators, assess fines, and charge evaded customs duties and taxes.

### **SECTION III**

#### **CUSTOMS CONTROL AT ARMY AIRFIELDS AND USAFE AIRBASES IN GERMANY**

##### **18. GENERAL**

a. Commanders of airfields and airbases ((1) and (2) below) are responsible for customs control according to the NATO SOFA and the Supplementary Agreement and this publication. Airfield and airbase commanders will establish written local procedures for customs processing of aircraft, crews, passengers, and cargo arriving at or departing from their airfields and airbases on international flights. Except in emergencies, U.S. military international flights will depart from and terminate only at the airfields and airbases listed in (1) and (2) below. According to the provisions of the *Schengener Übereinkommen* (Schengen Agreement), flights to and from the territories of the agreement signatory states are considered to be domestic flights, not international flights. (This consideration as a domestic flight applies only if the aircraft do not land in the territory of a nonsignatory state.) The signatory states are Austria, Belgium, Denmark, Finland, France, Germany, Greece, Iceland, Italy, Luxembourg, the Netherlands, Norway, Portugal, Spain, and Sweden.

##### **(1) Army Airfields.**

- (a) Coleman Army Airfield (Mannheim-Sandhofen).
- (b) Echterdingen Army Flight Activity.
- (c) Giebelstadt Army Airfield.
- (d) Grafenwöhr Army Airfield.
- (e) Hanau Army Airfield.
- (f) Kitzingen Army Airfield.
- (g) Wiesbaden Airbase.

##### **(2) USAFE Airbases.**

- (a) Ramstein Airbase.
- (b) Rhein Main Airbase.

**NOTE:** The 560th MP Co personnel are responsible for enforcing customs control at Rhein Main and Ramstein Airbases.

- (c) Spangdahlem Airbase.

b. If an international flight terminates at a commercial or military airfield in Germany other than at one of those listed in (1) and (2) above, aircraft commanders will comply with the customs controls in effect at the airfield where the flight terminates. If there is no customs control in effect at that airfield, the nearest 560th MP Co field office will be notified immediately.

c. Appendix D provides a complete list of supporting German customs offices and 560th MP Co field offices for the airfields and airbases in subparagraph a above.

## **19. CUSTOMS PROCESSING OF PASSENGERS AND CREWS**

Commanders of Army airfields and USAFE airbases (para 18a) will ensure that--

a. Aircraft commanders of international flights terminating at or departing from their airfield or airbase complete AE Form 550-175H (Customs Declaration for Pilots and Crew).

b. The completed AE Form 550-175H is filed with the international flight plan.

c. Aircraft commanders of international flights terminating in Germany obtain either oral or written customs declarations from the passengers. Commanders must obtain a written declaration if imports exceed authorized amounts. Airfield and airbase commanders may also require oral or written customs declarations from passengers departing their airfield or airbase. Written declarations will be made using AE Form 550-175J (Customs Declaration for Members of the U.S. Forces).

d. In cases of unauthorized or excessive imports, the following procedures apply:

(1) German customs officials or designated U.S. Forces airbase and airfield customs personnel will seize or detain unauthorized or excessive imports.

(2) Customs officials will provide the following to the individual if property is seized or detained:

(a) A receipt (DA Form 4137 or AF Form 52) for the goods.

(b) A written explanation of the individual's rights.

(c) The name and location of the local German customs office to which the property will be released.

(3) Seized or detained property will be turned over to the local German customs office within 8 days after seizure.

e. Appointed airfield and airbase customs inspectors make spot-checks of arriving cargo and passenger aircraft (including crew and passenger luggage). Customs inspectors will keep records of performed checks for 90 days.

f. Airfield and airbase personnel notify the nearest 560th MP Co field office immediately when nonmembers of the Sending States or members of the German Armed Forces arrive at a U.S. Army airfield or USAFE airbase on an international flight.

(1) The notification will include the following information:

(a) The number of persons on the flight.

(b) The exact time of arrival.

(c) The amount of luggage carried by the persons concerned.

(d) Other pertinent details.

(2) The notified 560th MP Co field office personnel will arrange necessary customs clearance.

## **20. CUSTOMS PROCESSING OF CARGO**

a. Organizations and persons sending U.S. Forces official consignments to or from Army airfields and USAFE airbases on international flights must include AE Form 55-355M with the cargo (USAREUR Reg 55-355/USNAVEUR Inst 4600.7F/ USAFE Inst 24-201). Designated airfield or airbase personnel will check and stamp all copies of AE Form 55-355M for U.S. Forces official consignments scheduled to leave from or arrive in Germany on an international flight.

**(1) Consignments Leaving From Germany.** Airfield customs officials will remove the AE Form 55-355M copy marked “Für den Zoll in Deutschland (For customs in Germany)” and keep the form at the airfield or airbase for 1 year.

**(2) Consignments Arriving in Germany.** Airfield or airbase officials will not release official consignments to consignees until the accompanying copies of AE Form 55-355M have been receipted by the consignee’s representative. The representative may be a U.S. Forces member, LN employee, or third-country national employee.

(a) Airfield and airbase personnel will remove the AE Form 55-355M copy marked “Für den Zoll in Deutschland (For customs in Germany)” and keep the copy on file at the airfield or airbase for 1 year. Other copies will be given to the consignee for disposition according to applicable U.S. and German regulations including USAREUR Regulation 55-355/USNAVEUR Instruction 4600.7F/USAFE Instruction 24-201 and this publication.

(b) U.S. Forces official consignments that arrive in Germany on international flights without an AE Form 55-355M will be held at the airfield or airbase.

(c) Airfield or airbase customs personnel will notify the nearest 560th MP Co field office to arrange for customs clearance.

b. If cargo other than U.S. Forces official consignments arrives at or leaves from U.S. Army airfields or USAFE airbases on international flights, the designated airfield or airbase customs personnel will notify the nearest 560th MP Co field office to arrange for customs clearance.

## **21. INSPECTION BY GERMAN CUSTOMS AUTHORITIES**

Under the provisions of applicable international agreements, local German customs authorities may conduct customs inspections on U.S. Army airfields and USAFE airbases. German customs authorities will arrange these inspections through the nearest 560th MP Co field office to establish mutually agreeable inspection times with the airfield or airbase commander concerned. USAREUR Regulation 55-355/USNAVEUR Instruction 4600.7F/USAFE Instruction 24-201 has additional information.

## **SECTION IV**

### **CUSTOMS POLICY AND PROCEDURES FOR RETIRED U.S. MILITARY PERSONNEL, GRAY-AREA RETIREES, UNACCOMPANIED DEPENDENTS, AND WIDOWS AND WIDOWERS**

## **22. GENERAL**

a. Under the NATO SOFA and the Supplementary Agreement, retired U.S. military personnel, gray-area retirees, their dependents, unaccompanied dependents, widows and widowers, and divorced spouses residing or traveling in Germany are not entitled to customs and tax privileges in Germany except as indicated in subparagraphs b, c, d, and f below.

**NOTE:** The accompanying dependents and widows and widowers of gray-area retirees are treated the same as the accompanying dependents and widows and widowers of retired U.S. military personnel in Germany.

b. Unaccompanied dependents of U.S. Forces military and civilian personnel assigned in Germany who stay in Germany after their sponsor’s death or transfer from Germany will receive full logistic support (including customs and tax privileges and rationed items) for 90 days after the sponsor’s death or transfer. This period is called the “90-day grace period.”

c. Unaccompanied dependents of U.S. Forces military personnel who remain in Germany after their sponsor leaves to undergo training in the United States with orders reassigning the sponsor to Germany on completion of training or who receive such orders within 90 days after their sponsor’s departure from Germany may be granted full logistic support, including customs and tax privileges. The Customs Executive Agent may grant this support and these privileges for the entire period the sponsor of the unaccompanied dependent is absent from Germany. Requests for support with orders identifying the follow-on assignment in Germany must be sent to the HQ USAREUR/7A PMO, Host Nation Customs Policy Branch, Unit 29931, APO AE 09086-9931.

d. Retired U.S. military personnel and unaccompanied dependents who are not ordinarily resident in Germany and who are employed full-time (20 hours or more) by the U.S. Forces or recognized instrumentalities of the U.S. Forces are considered members of the civilian component and are authorized full logistic support (including customs and tax privileges) during their employment.

e. U.S. military personnel retiring in Germany lose their customs and tax privileges at 0001 on the day following their retirement unless they are immediately employed with the U.S. Forces in a position that entitles them to continued logistic support. The same policy applies to unaccompanied dependents when the 90-day grace period (b above) expires and to other personnel remaining in Germany who lose their status.

(1) On the day following the loss of their privileges at the latest, retired personnel and unaccompanied dependents must remove their POVs and POFs from the U.S. Forces registration system. They must inform the German customs office responsible for the area where they reside of the change in their status and must provide an inventory of personal belongings, household goods, POVs, POFs, and rationed items still in their possession.

(2) Except for large amounts of alcoholic beverages and cigarettes and major items (for example, televisions, refrigerators, cars, stereo units, personal computers) purchased within 6 months immediately before their loss of status, German customs authorities will clear the reported goods without charging duties and taxes and will provide customs-clearance certificates to register their POVs and POFs in the German system.

f. Based on U.S. and German administrative arrangements, the following personnel may be granted access to U.S. Forces sales facilities in Germany:

(1) Retired U.S. military personnel and their accompanying dependents who live in or visit Germany for at least 30 days. Unaccompanied dependents of retired U.S. military personnel and divorced spouses of military personnel are not authorized this support.

(2) Gray-area retirees and their accompanying dependents who live in or visit Germany for at least 30 days. If unaccompanied, their dependents are not permitted to use U.S. Forces sales facilities. Under U.S. laws and military regulations, gray-area retirees may be authorized unlimited access to Army and Air Force Exchanges Service (AAFES) facilities; however, they may be authorized access to DECA facilities only 24 times each calendar year.

(3) Unaccompanied dependents remaining in Germany beyond the 90-day grace period following their sponsor's direct assignment from Germany to a restricted or short-tour area.

(4) Unaccompanied dependents residing in Germany after their military sponsor departs for a restricted or short-tour area from a duty station outside Germany. Based on the merits of their cases, these unaccompanied dependents may be granted purchasing privileges by the CG USAREUR Customs Executive Agent. However, they cannot be granted the 90-day grace period (b above).

(5) Dependents residing in or moving to Germany whose sponsor is a prisoner of war or is missing in action.

(6) Widows or widowers (whose sponsor had died while on active duty or in retired status and who have not remarried) and their accompanying children who move to or permanently reside in Germany. (Children alone do not qualify to use U.S. Forces sales facilities. Children alone are children whose military sponsor has died and whose secondary sponsor (widow or widower of the deceased sponsor) has died or remarried. These children require an exception issued by the CG USAREUR Customs Executive Agent in coordination with the FMOF to be authorized to shop at U.S. Forces sales facilities.)

(7) Widows or widowers of gray-area retirees and their accompanying children who move to or permanently reside in Germany. Under U.S. laws and military regulations, widows and widowers of gray-area retirees and their accompanying children may be authorized unlimited access to AAFES facilities; however, they may only be authorized access to DECA facilities 24 times each calendar year. Children alone ((6) above) do not qualify for the use of U.S. Forces sales facilities. They require an exception issued by the CG USAREUR Customs Executive Agent in coordination with the FMOF if they are to use U.S. Forces sales facilities.

g. Personnel listed in subparagraph f above may use the MPO in Germany (para 24a). Registration with their local 560th MP Co field office, military-customs customer-service office, or German customs authorities is not required to use the military postal system.

h. This publication does not grant authorization for customs and tax exemptions or entrance to U.S. Forces facilities.

## 23. USE OF U.S. FORCES SALES FACILITIES

**a. Documentation.** Personnel listed in paragraph 22 with the exception of the personnel listed in paragraphs 22b and d must have a valid German customs certificate and a U.S. Forces identification (ID) card to use U.S. Forces sales facilities. Personnel may obtain the required customs documentation as follows:

(1) Retired U.S. military personnel and gray-area retirees will--

(a) Report once a year in person to the nearest 560th MP Co field office or military-customs customer-service office and obtain AE Form 550-175K.

(b) Submit AE Form 550-175K to the local German customs office responsible for the area in which they reside or visit. The German customs office will issue one German customs certificate to the retired sponsor and one for each of his or her dependents if applicable and required.

(2) Unaccompanied dependents will follow the procedures below:

(a) Before the 90-day grace period (para 22b) expires, unaccompanied dependents will surrender their ration cards to their sponsor's former command, obtain a regular-fee (tourist) passport, have their no-fee passport canceled, and have their SOFA identification voided.

(b) Before the 90-day grace period (para 22b) expires or on the day following the loss of their status, unaccompanied dependents will report to military police (MP) and German customs authorities to remove their POV and POF from the U.S. Forces registration system and to register them with German authorities.

(c) If eligible to use U.S. Forces sales facilities under paragraph 22f, unaccompanied dependents will apply in person for an AE Form 550-175K at the nearest 560th MP Co field office or military-customs customer-service office. Dependents in paragraphs 22f(3) and (4) will present a copy of their sponsor's orders and, if required, written approval of the CG USAREUR Customs Executive Agent. An unaccompanied dependent will be issued a German customs certificate when he or she submits AE Form 550-175K to the local German customs office.

(d) Persons in paragraphs 22f(5) through (7) will personally apply once a year for an AE Form 550-175K at the local 560th MP Co field office or military-customs customer-service office. Dependents must present verification of their sponsor's status (for example, prisoner of war, missing in action, retired deceased, active-duty deceased) to be issued a German customs certificate by German customs authorities when the AE Form 550-175K is submitted.

### **b. Purchases From U.S. Forces Sales Facilities.**

(1) To make purchases from U.S. Forces sales facilities, personnel listed in paragraph 22f must present a valid German customs certificate and their ID card showing their status as a retiree, gray-area retiree, unaccompanied dependent, or widow or widower. In addition, gray-area retirees, their dependents, and widows or widowers of gray-area retirees must present a DD Form 2529 (Armed Forces Commissary Privilege Card) to be authorized the use of DECA facilities.

(2) The German customs certificate initially will be valid for 2 months after the issue date. After 2 months, German customs authorities will extend the certificate's validity. If more than 2 months have passed since the last German customs entry, managers and employees of U.S. Forces sales facilities will not allow purchases to be made.

(3) Personnel who have a valid German customs certificate--

(a) May purchase only nonrationed items for their personal or domestic use or consumption from U.S. Forces sales facilities. Sales personnel will add purchases of a single item with a sales price of \$250 or more on the German customs certificate. Unaccompanied dependents are excluded from nonappropriated fund instrumentality (NAFI) membership and may not purchase NAFI merchandise except food and drinks for immediate consumption as invited guests of club members.

(b) Must report to the appropriate German customs office before the 5th day of the month to present sales receipts received at U.S. Forces sales facilities during the preceding month. German customs officials will assess a lump-sum duty (presently 13.5 percent) on items purchased from U.S. Forces sales facilities but not consumed on the premises. When the duty is paid, German customs authorities will revalidate the customs certificate. Retired personnel visiting Germany may present sales tickets on a date agreed on with German customs authorities.

(c) Will report if no purchases have been made during the month to the German customs office by the 5th day of the following month and will request revalidation of the German customs certificate.

(d) Are subject to German legal action and may lose their exchange and commissary privileges in Germany if they fail to comply with the policy in this paragraph.

## **24. USE OF MILITARY POST OFFICE FACILITIES**

a. Personnel listed in paragraph 22f may submit a letter to the nearest postal officer requesting use of the Army or Air Force postal system. The written request will include a completed AE Form 600-8-3C-R (Application for Box-R General Delivery Service). If approved, those personnel may receive mail weighing 16 ounces or less only for delivery through the MPO General Delivery--Box-R Section or the General Delivery--Dependent Mail Section.

b. When a parcel weighing more than 16 ounces is received at the MPO, the MPO will notify the Box-R patron by preprinted notice that the parcel has been returned to the sender. The preprinted notice will identify the sender and the date the parcel was returned.

c. When a parcel weighing 16 ounces or less is delivered to a Box-R patron--

(1) The postal officer will notify the nearest 560th MP Co field office to inform the appropriate German customs office. The notification will include the following:

(a) Date of the delivery.

(b) Addressee.

(c) Sender.

(d) Contents of the parcel, as listed on the customs-declaration form.

(2) The recipient Box-R patron will take the unopened parcel to the German customs office for clearance. Postal officers will inform recipients of the location of the designated German customs office.

d. Recipients of parcels weighing 16 ounces or less who do not take the parcels to the appropriate German customs office for clearance in a reasonable time will lose their MPO privileges unless they can provide a valid reason for the delay.

## **APPENDIX A REFERENCES**

### **SECTION I PUBLICATIONS**

#### **A-1. INTERNATIONAL AGREEMENTS AND GERMAN LAWS**

Agreement Between the Parties to the North Atlantic Treaty Regarding the Status of Their Forces (NATO SOFA)

Agreement to Supplement the Agreement Between the Parties to the North Atlantic Treaty Regarding the Status of their Forces With Respect to the Foreign Forces Stationed in the Federal Republic of Germany (Supplementary Agreement)

Agreement on the Implementation of the Customs and Taxation Provisions of the Supplementary Agreement to the NATO Status of Forces Agreement in Favor of a Force and a Civilian Component (Article 65 and Article 67 of the Supplementary Agreement)

Agreement on the Implementation of the Customs and Consumer Tax Provisions of the Supplementary Agreement to the NATO Status of Forces Agreement in Favor of Members of a Force, of a Civilian Component and Dependents (Article 66 and Paragraph 6 of Article 3 of the Supplementary Agreement)

Agreement Between the Federal Republic of Germany and the United States of America on the Status of Persons on Leave

*Truppenzollgesetz* (Forces Customs Law)

*Truppenzollordnung* (Forces Customs Ordinance)

*Waffengesetz* (German Weapons Law)

*Schengener Übereinkommen* (Schengen Agreement)

#### **A-2. U.S. GOVERNMENT PUBLICATIONS**

Controlled Substances Act of 1970

Uniform Code of Military Justice, Articles 92 and 112A (sections 892 and 912a, title 47, United States Code.)

Manual for Courts-Martial, United States (2002 edition)

#### **A-3. DEPARTMENT OF DEFENSE GUIDE**

DOD 4500.54-G, Department of Defense Foreign Clearance Guide

#### **A-4. JOINT PUBLICATIONS**

AR 600-8-14/AFI 36-3026(I)/BUPERS Instruction 1750.10A, Identification Cards for Members of the Uniformed Services, Their Family Members, and Other Eligible Personnel

USAREUR Regulation 55-355/USNAVEUR Instruction 4600.7F/USAFE Instruction 24-201, Joint Transportation and Traffic Management Regulation

USAREUR Regulation 190-1/USNAVEUR Instruction 11240.6M/USAFE Instruction 31-202, Registering and Operating Privately Owned Motor Vehicles in Germany

Army in Europe Regulation 190-6/USNAVEUR Instruction 5300.15K/USAFE Instruction 31-205, Registration and Control of Privately Owned Firearms and Other Weapons in Germany

USAREUR Regulation 600-77/USNAVEUR Instruction 1700/USAFE Regulation 30-38, Status of Forces Agreement Identification

## **A-5. ARMY REGULATIONS**

AR 190-22, Searches, Seizures and Disposition of Property

AR 690-700, Personnel Relations and Services (General)

## **A-6. USAREUR REGULATIONS**

USAREUR Regulation 27-9, Misconduct by Civilians

USAREUR Regulation 215-6, Individual Tax-Relief Program

USAREUR Regulation 600-1, Regulated Activities of Members of the U.S. Forces, the Civilian Component, and Family Members

USAREUR Regulation 600-700, Identification Cards and Individual Logistic Support

## **SECTION II FORMS**

DD Form 2529 (Armed Forces Commissary Privilege Card)

DA Form 4137 (Evidence/Property Custody Document)

AF Form 52 (Evidence Tag)

AE Form 55-355M (Import/Export Customs Declaration)

AE Form 550-175A (Application for Import/Export Certificate/Purchase Permit)

AE Form 550-175B (Permit to Transfer/*Veräußerungsgenehmigung*)

AE Form 550-175C (Request for Exception to Policy for Authorization to Operate a Privately Owned Vehicle/*Antrag auf Erteilung eines Berechtigungsausweises*)

AE Form 550-175D (Authority to Operate a Privately Owned Vehicle/*Berechtigungsausweis*)

AE Form 550-175E (Certificate of Postal Customs Inspection)

AE Form 550-175F (Notification of Incurred Tax Debt)

AE Form 550-175G (Customs Clearance Certificate/*Erklärung für die Zollabfertigung*)

AE Form 550-175H (Customs Declaration for Pilots and Crew)

AE Form 550-175J (Customs Declaration for Members of the U.S. Forces)

AE Form 550-175K (U.S. Forces Verification of Status of U.S. Forces Retired Personnel/Unaccompanied Dependents/*Nachweis über den Status amerikanischer Militärpersonen im Ruhestand/zurückbleibende Familienangehörige*)

AE Form 600-8-3C-R (Application for Box-R General Delivery Service)

## **APPENDIX B**

### **TRANSFERRING GOODS AT GERMAN-AMERICAN EVENTS**

#### **B-1. PROHIBITED TRANSFERS**

International agreements prohibit transferring duty-free and tax-free goods to persons who are not U.S. Forces military or civilian-component members or their dependents or authorized personnel of other NATO Sending States without paying German taxes and duties.

#### **B-2. EXCEPTIONS**

The following are approved exceptions to paragraph B-1:

a. During parties sponsored by authorized personnel, food and beverages may be transferred to personally invited guests for immediate consumption on the premises.

b. Food and beverages may be transferred for immediate consumption, with or without payment, to nonaffiliated personnel who have been personally invited to U.S. Forces-sponsored social events or conferences. This also applies to groups of official visitors and bona fide guests (for example, *Bundeswehr* (German Armed Forces) units).

c. Non-U.S. Forces official visitors and bona fide guests may be accommodated in U.S. Forces facilities (for example, Armed Forces Recreation Centers) during a conference if such accommodation is considered in the best interest of the U.S. Forces. These guests may not use U.S. Forces sales facilities and clubs or dining facilities except during special events. Exceptions to policy must be requested in writing from the HQ USAREUR/7A PMO, Host Nation Customs Policy Branch, Unit 29931, APO AE 09086-9931.

d. Food and beverages may be sold for immediate consumption to the general public during German-American events sponsored by the U.S. Forces (for example, German-American Friendship Week events). The U.S. Forces sponsor must send written notification of the planned event through the nearest 560th Military Police Company (560th MP Co) field office to the local *Hauptzollamt* (German Main Customs Office) at least 10 days before the event. This notification will include the time, location, type of event, gifts or items for sale, and sponsor of the event. The sponsor of the event will submit notification, in both English and German, to the appropriate 560th MP Co field office. Table B-1 lists 560th MP Co field offices and military-customs customer-service offices.

**NOTE:** The exception in subparagraph d above for the general public to purchase food and beverages for immediate consumption on the premises does not include authorization to use or patronize dining, sporting, or recreational facilities (such as foodlands, food courts, snackbars, Burger King outlets, Anthony's Pizza establishments, bowling alleys, movie theaters). These facilities, which exist and operate independent of the event, have customs and tax exemptions in Germany. Access to these facilities must remain restricted to members of the Force, the civilian component, their dependents, and personally invited guests.

e. Goods for personal or domestic use or consumption that do not exceed the equivalent of €26 in value may be given as gifts or prizes to unauthorized personnel without customs clearance during U.S. Forces-sponsored special events (for example, office parties). Gifts and prizes may not be bought at a Defense Commissary Agency facility and may not include tobacco products, coffee, or spirits.

**NOTE:** Tax-free and duty-free tobacco products will not be sold to non-U.S. Forces guests. Gate and entrance fees will not be collected during German-American events in subparagraph d above.

#### **B-3. APPROVAL REQUIRING ACTIVITIES**

a. Specific customs policy and procedures for U.S. Forces-sponsored *Volksfests* and special events (such as rodeos, Halloween balls, river raft races, yard sales, flea markets) open to the general public and regardless of location will be published once formulated.

b. Until the publication of the customs policy and procedures in subparagraph a above, requests for such activities with supporting documentation must be sent to the HQ USAREUR/7A PMO, Host Nation Customs Policy Branch, Unit 29931, APO AE 09086-9931, at least 45 days before the start of the fest or event for proper coordination with the German Federal Ministry of Finance (FMOF).

c. The FMOF permits the sale of typical *Volksfests* items that are U.S. products not available on the German economy and less than €20 in value. The FMOF has ruled that the sale of items that are not typical *Volksfest* products (such as beanie babies and Pokémon cards) is prohibited. The FMOF also prohibits the sale of merchandise such as computers, encyclopedia books, jewelry, expensive clothing, and furniture during *Volksfests*, as these also are not typical *Volksfests* products or sales activities.

d. *Volksfests* and special events that are to include competitive games, lotteries, raffles, or drawings with duty-free and tax-free prizes require approval by the FMOF. Requests must be forwarded to the HQ USAREUR/7A PMO, Host Nation Customs Policy Branch, Unit 29931, APO AE 09086-9931, at least 45 days before the start of the *Volksfest* for proper coordination with the FMOF. The request must include the location, type of event, games, lotteries, drawings, and prizes offered. These prizes must be U.S. products not available on the German economy and less than €20 in value.

e. Tax-free and duty-free tobacco products will not be sold to the general public during *Volksfests* and special events.

f. Gate and entrance fees will not be collected during *Volksfests* and special events.

#### **B-4. CONSUMABLE GOODS**

The amount of consumable goods sold to individual guests or visitors during authorized events in paragraphs B-2a through d (for example, ice cream sales during youth activities, carnivals) must be limited to quantities that can be consumed on the premises. A specific sales restriction cannot be established because it is difficult to judge the amounts that can be consumed. Organizers of events should establish reasonable rules or restrictions to avoid gross customs violations.

**Table B-1**  
**Field Offices of the 560th Military Police Company**

<b>STATION</b>	<b>FIELD OFFICE DESIGNATION</b>	<b>DSN TELEPHONE NUMBER</b>
Ansbach	Ansbach Field Office 560th Military Police Company Unit 28614 APO AE 09177-8614	468-7842/7847
Bad Aibling*	Bad Aibling MP Station Bad Aibling Customs Customer Service Office CMR 407 APO AE 09098	441-3872/3822
Bamberg	Bamberg Field Office 560th Military Police Company Unit 27535 APO AE 09139-7535	469-7460/8665
Baumholder	Baumholder Field Office 560th Military Police Company Unit 23746 APO AE 09034-3746	485-6023/7442
Darmstadt	Darmstadt Field Office 560th Military Police Company CMR 431 APO AE 09175	348-6191/7170
Garmisch*	Garmisch MP Station Garmisch Customs Customer Service Office Unit 24515 APO AE 09053-4515	440-2827/2648

**Table B-1**  
**Field Offices of the 560th Military Police Company**

<b>STATION</b>	<b>FIELD OFFICE DESIGNATION</b>	<b>DSN TELEPHONE NUMBER</b>
Geilenkirchen*	Geilenkirchen NATO Air Base Building 87, Room 3 APO AE 09104	452-2714
Gießen	Gießen Field Office 560th Military Police Company Unit 20911 APO AE 09045-0911	343-6518/6520
Grafenwöhr	Grafenwöhr Field Office 560th Military Police Company Unit 28130 APO AE 09114-8130	475-6319/8319
Hanau	Hanau Field Office 560th Military Police Company Unit 20193 APO AE 09165-0193	322-8865/9015
Heidelberg	Heidelberg Field Office 560th Military Police Company Unit 29929 APO AE 09086-9929	370-8998
Hohenfels	Hohenfels Field Office 560th Military Police Company Unit 28216 APO AE 09173-8216	466-2012/2013
Kaiserslautern	Kaiserslautern Field Office 560th Military Police Company Unit 23152 APO AE 09227-3152	483-8872/7487
Kitzingen	Kitzingen Field Office 560th Military Police Company Unit 26137 APO AE 09031-6137	355-2518/2832
Mannheim	Mannheim Field Office 560th Military Police Company Unit 29929 APO AE 09086-9929	385-3307
Ramstein Airbase*	Ramstein Customs Customer Service Office 86th LRS/LGRT Unit 3255 APO AE 09094-3255	480-5538

**Table B-1**  
**Field Offices of the 560th Military Police Company**

<b>STATION</b>	<b>FIELD OFFICE DESIGNATION</b>	<b>DSN TELEPHONE NUMBER</b>
Rhein Main Airbase	Rhein Main Field Office 560th Military Police Company Unit 7420 APO AE 09057-7420	330-6208/7850
Schweinfurt	Schweinfurt Field Office 560th Military Police Company CMR 457 APO AE 09226	353-8348/8349
Spangdahlem Airbase*	Spangdahlem Customs Customer Service Office Building 128 APO AE 09123	452-5165/7319
Stuttgart	Stuttgart Field Office 560th Military Police Company CMR 423 APO AE 09131	430-4306
Vilseck	Vilseck Field Office 560th Military Police Company Unit 28038 APO AE 09112-8038	476-2105/2106
Wiesbaden	Wiesbaden Field Office 560th Military Police Company Unit 29623 APO AE 09096-9623	337-5188/5740

\*Other designated military-customs customer-service offices.

## APPENDIX C

### NOTICE OF SEIZURE OR DETENTION OF PROPERTY AND PROTEST PROCEDURES

Customs officials may seize, detain, and dispose of property being brought into or taken out of Germany in violation of German or U.S. laws or international agreements. If property is detained, seized, or disposed of, customs officials will prepare a complete property receipt (DA Form 4137 (Evidence/Property Custody Document) or Air Force Form 52 (Evidence Tag)) that itemizes the type and amount of property. The disposition of this property will be according to the relevant provisions of the Status of Forces Agreement and German customs law. The property owner or recipient may protest the seizure or detention within 30 days through U.S. Forces authorities. Figure C-1 is the format for a letter of protest. The protest will be treated in one of the following ways:

a. If the property is still in the custody of U.S. Forces customs authorities, U.S. Forces customs authorities will evaluate the protest. If the protest is disallowed, the letter will be sent to German customs authorities for consideration. If the protest is allowed, the property will be released to the person filing the protest.

b. If the property in question has been transferred to the custody of German customs authorities before the receipt of the letter of protest, the letter will be sent to the appropriate German customs authority for consideration and final action.

**NOTE:** Property owners or recipients may file a protest directly with German customs authorities.

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(Property Owner or Recipient)  
(CMR XXX, Box XXX)  
(APO AE XXXXX-XXXX)

(date)

HQ USAREUR/7A PMO  
ATTN: AEAPM-MC  
APO AE 09086-9931

RE: Protest Against Seizure or Detention of Property by U.S. Forces Customs Authorities

TO WHOM IT MAY CONCERN:

Personal property was (seized/detained) from my custody by (name of official) at (location), (time), on (date).

I hereby protest the (seizure/detention) of this property for the following reason: (reason for protest).

Sincerely,  
(Typed or printed name)

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**Figure C-1. Format for Letter of Protest Against Seizure or Detention of Property**

**APPENDIX D****SUPPORTING GERMAN CUSTOMS OFFICES AND SUPPORTING ELEMENTS OF THE 560TH MILITARY POLICE COMPANY FOR ARMY AIRFIELDS AND USAF AIRBASES IN GERMANY**

<b>ARMY AIRFIELD/ USAF AIRBASE</b>	<b>SUPPORTING GERMAN CUSTOMS OFFICE</b>	<b>SUPPORTING ELEMENT OF THE 560TH MP CO</b>
Coleman Army Airfield	Zollamt Industriehafen Hansa Straße 1 68169 Mannheim	Mannheim Field Office Unit 29929, APO AE 09086-9929 DSN 385-3307
Echterdingen Army Airfield	Zollamt Flughafen Stuttgart 70629 Stuttgart-Echterdingen	Stuttgart Field Office CMR 423, APO AE 09131 DSN 430-4306
Giebelstadt Army Airfield	Hauptzollamt Würzburg Veitshoechheimer Straße 3 97080 Würzburg	Kitzingen Field Office Unit 26137, APO AE 09031-6137 DSN 355-2518/2832
Grafenwöhr Army Airfield	Zollamt Bahnhof 92637 Weiden/Oberpfalz	Grafenwöhr Field Office Unit 28130, APO AE 09114-8130 DSN 475-6319/8319
Hanau Army Airfield	Zollamt Hanau Hafenstraße 3 63450 Hanau	Hanau Field Office Unit 20193, APO AE 09165-0193 DSN 322-8865/9015
Heidelberg Army Airfield	Zollamt Heidelberg Güterbahnhof Güteramtsstraße 1 69115 Heidelberg	Heidelberg Field Office Unit 29929, APO AE 09102-9929 DSN 370-8998
Kitzingen Army Airfield	Zollamt Kitzingen Friedensstraße 3 97318 Kitzingen	Kitzingen Field Office Unit 26137, APO AE 09031-6137 DSN 355-2518/2832
Ramstein Airbase	Zollamt Bahnhof Zollamtstraße 2b 67663 Kaiserslautern	Kaiserslautern Field Office Unit 23152, APO AE 09227-3152 DSN 483-8872/7487
Rhein Main Airbase	Hauptzollamt Flughafen Flughafen Frankfurt 60549 Frankfurt/Main	Rhein Main Field Office Unit 7420, APO AE 09057-7420 DSN 330-6208/7850
Sembach Airbase	Zollamt Bahnhof Zollamtstraße 2b 67663 Kaiserslautern	Kaiserslautern Field Office Unit 23152, APO AE 09227-3152 DSN 483-8872/7487
Spangdahlem Airbase	Zollamt Bitburg Moetscher Straße 30 54634 Bitburg	Baumholder Field Office Unit 23746, APO AE 09034-3746 DSN 485-6023/7442
Wiesbaden Airbase	Hauptzollamt Wiesbaden Friedrich-Ebert-Allee 65185 Wiesbaden	Wiesbaden Field Office Unit 29623, APO AE 09096-9623 DSN 337-5740/5188

## GLOSSARY

### SECTION I ABBREVIATIONS

560th MP Co	560th Military Police Company
AAFES	Army and Air Force Exchange Service
AE	Army in Europe
AF	Air Force
AFI	Air Force instruction
BUPERS	Bureau of Naval Personnel
DECA	Defense Commissary Agency
EU	European Union
FMOF	German Federal Ministry of Finance
HQ USAREUR/7A	Headquarters, United States Army, Europe, and Seventh Army
ID	identification
LN	local national
LSD	lysergic acid diethylamide
MP	military police
MPO	military post office
NAFI	nonappropriated fund instrumentality
NATO	North Atlantic Treaty Organization
oz	ounce
PCS	permanent change of station
PM	Provost Marshal, USAREUR
POC	point of contact
POF	privately owned firearm
POV	privately owned vehicle
SOFA	Status of Forces Agreement
UCMJ	Uniform Code of Military Justice
U.S.	United States
USAFE	United States Air Forces in Europe
USAREUR	United States Army, Europe
USEUCOM	United States European Command
USNAVEUR	United States Naval Forces, Europe

### SECTION II TERMS

#### **dependent**

A person who meets both of the following:

- a. Is a lawful spouse, unmarried child (including adopted child and stepchild), ward, or parent (including adoptive parent, stepparent, parent-in-law, and adoptive parent-in-law).
- b. Meets dependency specifications in an applicable service directive (for example, AR 600-8-14).

#### **gray-area retiree**

A retired Reservist who is eligible for retired pay but who is under 60 years old.

#### ***Truppenzollgesetz* (Forces Customs Law)**

Law on the implementation of the Customs and Taxation Provisions of the Agreement between the Parties to the North Atlantic Treaty Regarding the Status of their Forces of 19 June 1951 (NATO SOFA) and of the Supplementary Agreement to the NATO SOFA with Respect to Foreign Forces Stationed in the Federal Republic of Germany of 3 August 1959.

#### ***Truppenzollordnung* (Forces Customs Ordinance)**

Ordinance implementing the Forces Customs Law.